

How to Register for ADP iPayStatements

Through ADP, our payroll provider, we are able to offer you access to your Earnings Statements and W-2 forms 24 hours per day, 7 days a week.

1. Enter Address <https://ipay.adp.com/iPay/index.jsf> on your Web Browser (Internet Explorer)
2. Click on ***“Register Now”***
3. Welcome page. Click on ***“Register Now”***
4. Enter ***howardco-payme*** as the Self Service Registration Pass Code. *Click Next.*
5. Enter you name, Social Security Number (**any format**), date of birth. Then click *Next.*
6. Enter your contact information: This would be your business or personal email address (for notification purposes only. After confirming your email address, enter phone # (optional) then click *Next.*
7. Enter you security information:
 - City or town of birth
 - 2 security questions (Must pick 2 separate questions) Click *Next.*
8. **YOUR USER ID WILL NOW BE DISPLAYED. YOU WILL NEED THIS EVERY TIME YOU LOG IN TO VIEW YOUR PAY STUB. **PRINT THIS PAGE****
 - **SAMPLE USER ID’S (jsmith@howardco, tjones@howardco).** These ID’s are **not case sensitive!!!**
9. Create an ADP Password. Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.
 - **YOUR PASSWORD IS CASE SENSATIVE**
10. Upon completing the registration process, you will need to log back into the system by using your user id and password that you just created. When you log on again, this will take you to the “Welcome Screen”. Make this a favorite so that you don’t have to key in the URL each time to access this site.
11. After logging back in, click on the ***Resource Center*** located on the right side of your Screen and go to the section titled: ***“Things You Can Do”***
12. Click on ***“Go Paperless”*** and then select ***“online access feature only”***.

NOTE: Please be advised that you CAN print a copy of your statement. The “Go Paperless” feature allows associates to view their statements online, without having to generate a printed copy, and helps in the effort to conserve and save energy.

13. Check the box that says, ***“Access my pay statement online only”*** feature and choose ***“next”***. Then click on ***“accept”***.
14. You will then be prompted to enter the confirmation number you see and choose ***“save”*** then choose ***“done”***.
15. Remember to click on Logout (upper right corner) when you want to end your session.